

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) TECHNICIAN I/II

Purpose:

To actively support and uphold the City's stated mission and values. To plan for the Water Management Division's operational predictive and preventive maintenance and to schedule staff and equipment necessary to complete that work. To organize data and use the Computerized Maintenance Management System (CMMS) in order to yield and analyze operational management and costing information.

Supervision Received and Exercised:

Receives general supervision from supervisory or management staff.

The CMMS Technician II may exercise some functional and technical supervision over Skill Based Pay staff and/or lower level and temporary staff as needed.

Distinguishing Characteristics:

The CMMS Technician I

This is the entry-level class in the CMMS Technician series. This class is distinguished from the CMMS Technician II by the performance of more routine tasks and duties assigned to positions within the series related to providing maintenance management information and maintaining an efficient work order operation.

The CMMS Technician II

This is the full journey level class within the series. Employees within this class are distinguished from the CMMS Technician I by the performance of the full range of duties as assigned including more complex work assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Positions in these classes are flexibly staffed. Appointment to the CMMS Technician II level requires that the employee is satisfactorily performing the full

range of duties assigned to the II level class, is off probation, and meets the minimum requirements for the class.

Essential Functions:

Duties may include, but are not limited to, the following:

- Enter, maintain and update computerized digital records for the utilities associated with water production and distribution, wastewater collection, storm drains, and flood irrigation. Create and generate reports and provide technical information to Water Management Division staff, the general public, other City departments, and outside agencies including engineers, developers, designers, and utility companies.
- Create, distribute, track and resolve work orders based upon requirements from internal and external entities for work to be performed on water production and distribution and wastewater collection and treatment infrastructure; schedule staff and equipment necessary to carryout the predictive and preventive operational maintenance activities.
- Retrieve complaints from the website, create a work order and route personnel accordingly; initiate and answer phone calls to and from citizens, contractors, and field personnel requiring information stored within various databases; route incoming calls to the proper person as needed.
- Establish programs for the predictive and preventive maintenance of water production, distribution and wastewater collection and treatment infrastructure components based upon historical data of maintenance and use.
- Provide maintenance information to supervisors and teams as necessary.
- Train and assist plant and field personnel with computer usage with such applications as Hansen and Microstation.
- Retrieve and assign permits for work in public right of ways.
- Perform occasional field checks on water, sewer, storm drain, plant and field site assets to accurately reflect this information in the appropriate database; may assist Crews in plants and field work as needed.
- Perform related duties as assigned.

CITY OF TEMPE CMMS Technician I/II (continued)

Minimum Qualifications:

Experience:

CMMS Technician I

Two years experience operating or maintaining water production, distribution or wastewater collection or treatment infrastructure, storm drain infrastructure and/or flood irrigation infrastructure, and some experience using computer applications.

CMMS Technician II

One year responsible experience in computer practices using a Computerized Maintenance Management System for a utility, AND two years operating or maintaining water production, distribution or wastewater collection or treatment infrastructure; storm drain infrastructure or flood irrigation infrastructure.

Education:

CMMS Technician I

Equivalent to the completion of the twelfth grade supplemented by training or course work in computer science, engineering, surveying, drafting, operations or maintenance of water production, distribution or wastewater collection or treatment infrastructure, storm drain or flood irrigation infrastructure or a degree related to the core functions of this position.

CMMS Technician II

Equivalent to the completion of the twelfth grade supplemented by training or course work in computer science, engineering, surveying, drafting, operations or maintenance of water production, distribution or wastewater collection or treatment infrastructure, storm drain or flood irrigation infrastructure, or a degree related to the core functions of this position.

License/Certifications:

None

Examples of Physical and/or Mental Activates:

(Pending)

CITY OF TEMPE CMMS Technician I/II (continued)

Competencies:

(Pending)

Job Code: 139/179

Status for both: Non-Exempt / Classified